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GENERAL CONFERENCE
Eighth session
Vienna, 29 November - 3 December 1999

ADVANCE INFORMATION FOR PARTICIPANTS*

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*The present document has been compiled to assist participants with information on a wide variety of topics. While every effort has been made to check the information provided, the UNIDO Secretariat cannot accept responsibility for inaccuracies.

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Note: The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocations and telephone extensions will be included in the first issue of the *Journal*.

* * * * *

I. ORGANIZATION OF THE CONFERENCE

Date and place

1. The eighth session of the General Conference will be held from 29 November to 3 December 1999. The Conference will meet in the Austria Center Vienna, Am Hubertusdamm 6, 1220 Vienna, which is located next to the Vienna International Centre (VIC); entry to the Austria Center Vienna (ACV) is from the Hubertusdamm.

Opening of the Conference

2. The formal opening ceremony of the eighth session of the Conference will commence at 10.30 a.m. on Monday, 29 November 1999, in the Plenary Hall (Conference Room A), which is on the second floor of the ACV. The opening will be preceded by an informal meeting of the heads of delegations at 9.30 a.m. in Conference Room E, ground floor.

3. The Conference will be called to order at *10.20 a.m. sharp*.

4. The first plenary meeting of the Conference will begin at 10.45 a.m. in the Plenary Hall.

Seating arrangements

5. Delegations will be seated in English alphabetical order. The name of Venezuela was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium (Conference Room A). The same order will be maintained for meetings of the Main Committee.

6. At the opening of the Conference and at subsequent meetings of the Plenary, each government delegation will be assigned six seats: three seats at a table and three seats behind. Other seats will be identified as being for use by other participants at the Conference.

Secretariat

7. The Executive Secretary of the eighth session of the General Conference is Ms. Jeannine Orlowski. The Secretary can be contacted by telephone ((+43-1) 26026-3599 or 26026-3031), by facsimile ((+43-1) 26026-6838 or 26026-6874), by e-mail (jorlowski@unido.org), by accessing the UNIDO home page (http://www.unido.org) or by writing to the following address:

Executive Secretary of the Conference
Secretariat of the Governing Bodies
UNIDO
Vienna International Centre
P.O. Box 300
A-1400 Vienna
Austria

Agenda and documentation

8. The provisional agenda for the eighth session of the Conference is contained in document GC.8/1, which should be read in conjunction with the annotated provisional agenda (GC.8/1/Add.1). A provisional list of documents prepared for the Conference will be contained in document GC.8/INF.2**

List of participants

9. A provisional list of participants will be available on the first day of the General Conference, to be revised at a later date. As indicated in the notification of 25 August 1999, Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

10. Delegations are requested to notify, in writing, the staff at the Registration Desk (main entrance hall, ground floor, ACV), or the Secretariat of the Conference (second floor, ACV) of any subsequent changes in the information entered on the registration form (see also para. 13 below), so that the records for the list of participants may be kept up to date and accurate.

Credentials

11. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Executive Secretary of the Conference if possible not later than one week before the opening of the Conference. Credentials should be sent to the Executive Secretary of the Conference.

12. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk (see para. 13 below for opening hours).

Registration

13. Registration and issuance of conference passes will be as follows:

25-26 November	10 a.m.-4 p.m.	VIC rotunda
28 November	10 a.m.-4 p.m.	ACV main entrance hall
29 November-2 December	8.30 a.m.-5 p.m.	ACV main entrance hall

All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the Registration Desk and to complete the necessary registration forms as soon as possible on arrival to ensure the accurate inclusion of their names in the final list of participants. As of 28 November, participants without badges should enter through the ACV.

14. Registration will be effected *only* for those delegates whose names have been communicated to the Secretariat in an official letter (see also para. 9 above). In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Conference passes

15. Each participant will require a conference pass with a photograph for entry into the ACV as well as the VIC premises during the session. Conference passes will be

**To be issued shortly before the Conference.

issued by the staff at the Registration Desk to those designated participants who are not already in possession of a valid VIC grounds pass. Passes must be worn visibly at all times in the ACV conference areas and VIC premises.

16. The loss of a grounds pass must be reported immediately to security personnel, who will authorize the registration desk to issue a duplicate pass.

Commissary

17. In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, the heads of delegations of Member States to meetings of or convened by UNIDO—Austrian nationals and stateless persons resident in Austria excluded—are entitled to commissary passes for the duration of the session. Delegates entitled to commissary cards should collect their passes, in person, at the Pass Office, VIC Rotunda (Building C), 9 a.m. to 4 p.m.

18. Any questions in connection with the issuing of commissary passes should be directed to the registration desk.

Conference rooms available

19. The following conference rooms are available in the ACV:

Room	*Purpose*
Conference Room A	Plenary
Conference Room E	Main Committee
Conference Rooms B, C, L, M, N and O	Group meetings

Industrial Development Forum (general debate)

20. At this session, to permit more interactive discussion on selected topics, the general debate will take the form of an industrial development forum under item 9 of the provisional agenda. The forum will begin on Monday, 29 November, in the afternoon, and will continue until Wednesday, 1 December, at 1 p.m. Additional details, including topics for the forum, will be provided in an addendum to the present document.

21. This approach represents a departure from the more traditional general debate in which prepared statements were delivered in plenary. However, delegations may submit prepared statements in advance to the Secretariat for distribution during the session. Statements will be distributed in the original language of submission, although translations provided by delegations can also be included. The addendum to the present document will provide additional information on the modalities for submission of statements for distribution.

Simultaneous interpretation

22. Interventions made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

23. A participant may speak in a language other than the official languages. In this case, however, the speaker must provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat's official interpreters.

24. Each seat in the meeting rooms at the Austria Center Vienna with simultaneous interpretation equipment will be provided with a portable receiving set and headphones. Participants are requested not to remove the portable receiving sets and headphones from these rooms so that the equipment may be checked and, if necessary, adjusted before the next meeting takes place.

Sound recordings

25. Sound recordings will be made of the meetings of the Plenary, the Main Committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Meetings Planning, Coordination and Servicing Unit.

Requests for meetings

26. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Planning, Coordination and Servicing Unit.

Schedule of meetings

27. As stated in paragraph 3 above, the Conference will be called to order on Monday, 29 November at 10.20 a.m. sharp, having been preceded by an informal meetings of the heads of delegations at 9.30 a.m. The Industrial Development Forum (item 9 of the provisional agenda) will begin on Monday, 29 November, at 3 p.m. (see paragraph 20).

28. Should the Conference decide to follow the practice of previous sessions, a Main Committee will be established to consider texts for draft decisions and resolutions. The Main Committee would begin its work on Wednesday, 1 December, in the morning.

29. A draft tentative schedule is provided in the annex to the present document. A timetable indicating the time and place of daily meetings will be published in the *Journal* of the Conference and on the television monitors in the ACV and VIC.

Journal

30. The *Journal* of the Conference will be issued daily in English, French and Spanish. It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and main committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor.

Documents distribution

31. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish. Most pre-session documents will have been distributed to all States and organizations invited. In addition, pre-session documents in English are published on the UNIDO Internet home page (http://www.unido.org, under "Who we are"—"General Conference"). All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

32. During the Conference, documents may be collected from the Documents Distribution Counter (outside the Plenary Hall, 2nd floor, ACV) where each delegation will have a pigeon-hole. The Documents Distribution Counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day. The pigeon-hole of each delegation will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the daily *Journal* of the Conference;

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the working language(s) required. Delegates are requested to fill in and return the forms, as soon as possible on the first day of the Conference.

33. Delegations are reminded that the pigeon-holes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the Documents Distribution Counter must be submitted to the Executive Secretary.

Submission of draft decisions or resolutions

34. Delegates wishing to propose draft decisions or resolutions during the session are requested to submit the text to the President as soon as possible. This should be done by providing a copy, bearing the signature of a member of the delegation submitting the draft, to the Conference Secretariat.

Summary records

35. Summary records will be prepared for meetings of the plenary and the main committee and will be issued, when available, in English during the session, and in the other official languages after the session. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

36. The records are prepared by the Secretariat and, once issued as general distribution documents bearing a masthead, are subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style or include lengthy additions that would disturb the general equilibrium of the summary records.

37. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Chief, Translation and Editorial Service, VIC, Room D0708. Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

II. CONFERENCE PREMISES AND SERVICES

United Nations Security and Safety Section

38. The United Nations Security and Safety Section is located in room FOE21 of the VIC (Security Duty Room) (ext. 88-3903 from the ACV or 3903 from the VIC). The Duty Officer can assist with lost and found items, general queries, etc. In case of emergency please call extension 88-99 when in the ACV and extension 99 when in the VIC.

Receptions and other events taking place during the Conference

65. The organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact the *Journal* Editor (see para. 30 above), if they wish an announcement regarding such events to be included in the Conference *Journal*.

Emergency staircases in the ACV

66. Participants are advised that the emergency staircases in the ACV cannot be used for accessing one floor to another. Although they can be entered on any floor, the only exits are at the -3 level.

Security advice

67. Participants are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to security immediately.

Travel arrangements

68. All members of delegations and other participants will be responsible for their own travel expenses and arrangements. It is recommended that participants make their travel arrangements as soon as possible.

Visas

69. All Conference participants who would ordinarily require visas to enter Austria or other States parties to the Schengen Agreement are urged to acquire valid entry visas for Austria prior to their departure. No provision can be made for participants to obtain such visas on arrival at Vienna International Airport.

* * *

70. The following paragraphs provide basic general information for visitors to Vienna. More comprehensive material is available on the Website of the Austrian National Tourist Office (http://www.austria-tourism.at).

Transport to and from the airport

71. An airport bus service operates between Vienna International Airport and the City Air Terminal (Hotel Hilton), located near the centre of the city, at a cost of 70 schillings (ATS), including luggage. Travel time is approximately 20 minutes. Buses leave at intervals of 20-30 minutes. There is another airport bus service that operates between the two major railway stations in Vienna, the Westbahnhof and the Südbahnhof, at intervals of approximately 30 minutes. Travel time is approximately 35-40 minutes.

72. Taxi service is available throughout Vienna and may be used for trips to and from Vienna International Airport (the cost of a trip from the airport to the centre of the city should be approximately ATS 450). Some airport taxi and limousine operators (e.g. C&K Airport Service (telephone 1731) and Jet Bus Service (telephone 700 78 778)) offer their services at reduced rates to customers who call in advance.

Accommodations

73. Information on hotel rooms and reservation forms may be obtained by contacting Austropa Interconvention by telephone ((+43 1) 316 8012), by fax ((+43 1) 315 5650) or by e-mail austropa.congress@verkehrsbuero.at). In addition, Austropa Interconvention may be contacted at the following address:

Austropa Interconvention
Österreichisches Verkehrsbüro AG
Währingerstrasse 6-8
A-1090 Vienna
Austria

74. The accommodations section of the Austrian National Tourist Office Website provides detailed information on hotels in the city, and on-line bookings are possible in many cases (http://info.wien.at/welcome.htm).

Language, currency and credit cards

75. The official language of Austria is German.

76. The currency unit is the schilling. The schilling is subdivided into groschen (100 groschen = 1 schilling). Most hotels and many restaurants and shops accept internationally recognized credit cards.

77. Bank notes and travellers' cheques may be brought into Austria without restriction; however, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

Climate

78. Late autumn in Vienna often features low temperatures, and snow is also possible. There might be rain at any time of year.

Time zone

79. Austria lies within the central European time zone.

Electricity

80. The standard voltage in Austria is 220 volts AC. The frequency is 50 hertz.

Shopping hours

81. Shops in Vienna are generally open on weekdays from 9 a.m. to 6 p.m. and on Saturdays from 9 a.m. to 1 p.m. Larger stores and shopping centres are generally open on weekdays from 9 a.m. to 7 p.m. and on Saturdays from 9 a.m. to 5 p.m. Shops are closed on Sundays, except for certain supermarkets at the airport and major railway stations.

Pharmacies

82. Pharmacies in Vienna are generally open on weekdays from 8 a.m. to noon and from 2 to 6 p.m. and on Saturdays from 8 a.m. to noon. Outside those hours, there is a pharmacy open in each district of the city. The addresses of the pharmacies open outside regular working hours are posted on the door of every pharmacy.

Annex

DRAFT TENTATIVE SCHEDULE FOR THE EIGHTH SESSION OF THE GENERAL CONFERENCE

Monday, 29 November

a.m.	1st plenary meeting	Opening of session; consideration of agenda items 1-5
p.m.	2nd plenary meeting	Opening of forum on industrial development (agenda item 9)
6.30 p.m.	Industrial Development Board, resumed twenty-first session	

Tuesday, 30 November

a.m.	3rd plenary meeting	Agenda item 9
p.m.	4th plenary meeting	Agenda item 9

Wednesday, 1 December

a.m.	5th plenary meeting	Agenda item 9; closure of forum on industrial development
a.m. and p.m.	Main Committee	Consideration of draft decisions/resolutions on agenda items 7-19

Thursday, 2 December

a.m. and p.m.	Main Committee	Consideration of draft decisions/resolutions on agenda items 7-19

Friday, 3 December

a.m.	6th plenary meeting	Adoption of draft decisions/resolutions emanating from the Main Committee and others
p.m.	7th plenary meeting	Adoption of draft decisions/resolutions emanating from the Main Committee and others; closure of the General Conference